



STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

January 13, 2017 – Sacramento, California

Members Present:

Timothy Adams, So Cal Training Officers (alternate)
Bradley Arganbright, Nor Cal Training Officers
John Binaski, League of California Cities
Robert Briare, California Professional Firefighters
Taral Brideau, California Fire Fighter Joint Apprenticeship Committee
Randy Collins, California Fire Technology Directors Association (North)
Bret Davidson, So Cal Training Officers
Lorenzo Gigliotti, California Governor's Office of Emergency Services (alternate)
Gareth Harris, Fire District Association of California
Sam Hoffman, California State Firefighters Association (alternate)
Jeremy Lawson, CAL FIRE Academy
Gaudenz Panholzer, California Fire Chiefs Association
Richard Rideout, California Metropolitan Fire Chiefs Inc.
Brent Stangeland, CAL FIRE
Rich Thomas, California Professional Fire Fighters (alternate)
Ken Wagner, California Fire Chiefs Association and Committee Vice Chair
John Walsh, Nor Cal Training Officers (alternate)

Members Absent:

Tony Bowden, Fire District Association of California (alternate)
Ron Coleman, STEAC Chair
Gary Dominguez, California Fire Technology Directors Association (South)
Pete Jankowski, League of California Cities (alternate)
Matthew Jewett, California Fire Technology Directors Association (North) (alternate)
Michael Lozano, FIREScope
Steve Shull, California Fire Technology Directors Association (South) (alternate)
Daniel Stefano, California State Firefighters' Association
Kim Zagaris, California Governor's Office of Emergency Services (Cal OES)

State Fire Training Staff:

Joe Bunn, Fire Service Training Specialist III
Jim Eastman, Fire Service Training Specialist III
Andrew Henning, Deputy State Fire Marshal, Supervisor
Kevin Conant, Fire Service Training Specialist III
Dennis Mathisen, State Fire Marshal
Diane Radford, Division Support
Mike Richwine, Assistant State Fire Marshal
Dawn Robinson, Deputy State Fire Marshal III
Mark Romer, Fire Service Training Specialist III
Kris Rose, Staff Services Manager I

Guests:

Debra and John Fox, Hollister Large Animal Rescue
Brian Preciado, Solano Community College
Ryan Hamre, Hayward Fire Department

I. Introductions and Welcome

The meeting was called to order at 9:02 A.M. by Ken Wagner, Committee Vice Chairman.

Ken Wagner introduced Chief Dennis Mathisen and announced his promotion to California State Fire Marshal effective January 10, 2017. Chief Mathisen announced that Andrew Henning will be temporarily assigned as the acting State Fire Training Division Chief to assist with the transition. Chief Richwine commented that this is positive progress for the State Fire Marshal's office and he will be working with Andrew Henning on the transition. K. Wagner presented Chief Mathisen with a Chief Officer's wooden speaking trumpet that he handmade in honor of Chief Mathisen's achievement.

A. Roll Call/Quorum Established

A quorum was established during introductions.

B. Member Appointment/Re-Appointment

Reappointments to the STEAC membership include Robert Briare, Rich Thomas, Taral Brideau, Gaudenz Panholzer, Tim Adams, Bret Davidson, John Binaski and Jeremy Lawson. There are two re-appointments that are currently pending.

C. Past Member Recognition

Past member recognition was given to Mary Jennings. Her letter of appreciation and certificate will be sent to her since she was unable to attend the meeting.

II. Agenda Review

Ken Wagner asked for comments or changes to the agenda. Tim Adams asked for an addition to the agenda to add a discussion related to a 40-hour Dispatcher Communications Training course. K. Wagner requested to add this to item#6 under Curriculum Development Delivery as an information only item.

Motion: *Robert Briare moved to accept the amendment of the agenda item, adding Dispatcher Communications Training to Item #6*

Gaudenz Panholzer seconded the motion.

Action: *All members voted unanimously.*

III. Approval of the October 14, 2016 Minutes

Motion: *Randy Collins moved to accept the minutes from October 14, 2016.
John Binaski seconded the motion.*
Action: *All members voted unanimously.*

IV. State Board of Fire Services (SBFS) Update

Presenter: Chief Dennis Mathisen

Chief Mathisen stated that a quorum was not achieved for the State Board of Fire Service (SBFS) November 2016 meeting. The SBFS meeting has been re-scheduled for February 2017. All items on the agenda and any new items will be carried over for the February meeting. Chief Mathisen stated that he intends to get more actively involved going forward.

V. Consent Items

A. Seeking approval for reaccreditation of Santa Ana College

**Presenter: Rodney Slaughter
(Attachment 1)**

Rodney Slaughter was not available for this meeting. Ken Wagner moved directly to place the motion for acceptance and a vote. There were no discussion items or questions regarding the reaccreditation.

Motion: *Bret Davidson moved to accept the reaccreditation of Santa Ana College.
Gareth Harris seconded the motion.*
Action: *All members voted unanimously.*

VI. Mission Alignment Objectives

A. Achieving National Recognition

1. Hayward Fire Department Accreditation

**Presenter: Andrew Henning
(Attachment 2)**

Andrew Henning stated that the Hayward Fire Department is seeking to become an Accredited Local Academy (ALA). The site team conducted a visit on December 8, 2016 which consisted of Shane Warner of Columbia College, David Sprague of the Berkeley Fire Department, Rodney Slaughter of State Fire Training and Bob Buell of Chabot College. The Hayward Fire Department has been operating since 1876. They are an all-hazards progressive department active in Community Emergency Response Training. The site team indicated they have adequate classroom space and

training ground space for the fire academy. A. Henning stated that the site team recommends accreditation for the Hayward Fire Department.

Ryan Hamre of the Hayward Fire Department indicated their appreciation for Rodney Slaughter and State Fire Training's assistance with the process.

Chief Mathisen stated that many of the agenda items were originally intended to be presented by Rodney Slaughter. However, due to an educational conflict, he will not be present. However, an acknowledgement should be relayed that R. Slaughter completed the background information and review of these agenda items.

Motion: *Bradley Arganbright moved to accept the accreditation of the Hayward Fire Department as an Accredited Local Academy.*
Gaudenz Panholzer seconded the motion.

Action: *All members voted unanimously.*

2. ARTP Expiration Action Plan

**Presenter: Rodney Slaughter/Andrew Henning
(Attachment 3)**

Andrew Henning stated that beginning in October 2016, State Fire Training (SFT) looked at the Accredited Regional Training Programs (ARTP'S) and their past accreditations. The review determined that 11 ARTP's were expired. SFT created an action plan to bring these ARTP'S into compliance. A. Henning advised that some of the ARTP'S had not been reaccredited since their initial accreditation in the 1990's.

On November 26, 2016, the action plan was submitted to the California Fire Technology Director's Association (CFTDA) for discussion. The action plan provided them with a letter outlining the steps needed to request a temporary accreditation thru November 2017. The ARTP'S need to return this letter with an acknowledgment of their expired status, and provide an estimated date to submit their application as well as plans for their self- assessment report, and a date for the site visit. The letter must be postmarked by January 31, 2017. The site visit must be scheduled by September 1, 2017 to be added to the October 2017 STEAC meeting agenda. If they do not have reaccreditation by the State Board of Fire Services (SBFS) November 2017 meeting, the ARTP certification status will be revoked.

As of December 21, 2016, two ARTP'S have scheduled site visits and six have provided information on their plans with a request to extend their status as an ARTP. SFT has identified proactive plans to notify ARTP'S of their upcoming expiration and procedural changes that would allow an ARTP or an Accredited Local Academy (ALA) a temporary extension. Gareth Harris asked if there was any impact to students who attended the ARTP'S. A. Henning said there is no impact to the students. SFT needs to do a better job of maintaining records. The goal is to bring all ARTP's and ALA's into compliance. Three ARTP'S have not responded yet. If no response is received by the

end of this month, their accreditation status will be revoked. A. Henning indicated that they have received letters, emails and formal notifications. We are waiting for a formal response for their plans, and the schedule of site visits. Randy Collins and Bret Davidson indicated they are willing to assist with site visits.

B. Curriculum Development & Delivery

1. Animal Technical Rescue

**Presenter: Andrew Henning
(Attachment 4)**

Andrew Henning stated that Animal Technical Rescue recently did an initial pilot curriculum session of the awareness level training on December 7, 2016. The session consisted of 26 students, and was well received. This curriculum addresses small and large animal rescue as well as single incidents and disasters to meet National Fire Protection Agency (NFPA) standards. A. Henning introduced John and Debra Fox.

John Fox stated his appreciation for the input at the STEAC meeting. J. Fox stated they are currently in review of the curriculum. Ken Wagner stated as an information item to please review and offer any suggestions or input and forward to the developers, so we are ready for a motion item at the next STEAC meeting. They should email J. Fox and D. Fox. Debra Fox said they have material that they will leave at this meeting for everyone's review. J. Fox indicated they have a book format as well as a power point presentation for the curriculum information. Mark Romer said the committee will review the data and determine which format they should use. D. Fox gave a business card to Kris Rose for relaying contact information to the group. Lorenzo Gigliotti indicated that this material has been needed for some time and he expressed his appreciation to John and Debra Fox.

Richard Rideout asked if this was a standalone class. J. Fox said it is currently a standalone class. However, there is development due to fire service evacuations, in process for large animals. In addition, CAL FIRE has a need for Helicopter operations curriculum surrounding this information. J. Fox stated that as they get further into this process, there are more niches that come about that need this training. Tim Adams asked if there were any agencies present that are doing this type of rescue. J. Fox offered that in Southern California, Urban Search and Rescue (USAR) have been using this training; however, resources are different in Northern California. There are a lot of communities that this action falls to in emergency situations.

Bret Davidson asked about the term of the awareness and the technical course. J. Fox indicated that the awareness class is 8 hours and the technical class is 16 hours.

2. Incident Management of High Rise Fires

**Presenter: Kevin Conant
(Attachment 5)**

Kevin Conant stated this group approved and staff sought implementation under Blueprint 2020, that the certification tracks would be under the National Fire Protection Agency (NFPA) standards. The NFPA does not specifically address the job performance requirements of high-rise fire incident management. Due to this, it was not added to the curriculum for Company Officer or Chief Fire Officer. This course will include operational level training for high-rise incident management, aligning with the work of the FIREScope ICS High Rise specialty group. This group needs to determine what direction to maintain the high-rise course. K. Conant stated this is the first time there has been alignment with the FIREScope High Rise specialty group and the cadre members. He stated FIREScope is almost ready to turn out the field operations guide which is inclusive of this material. This curriculum will offer an alignment with the Chief Officer and Company Officer curriculum. This also assists the Office of Emergency Services (OES) with meeting Occupational Safety and Health Administration (OSHA) requirements requesting resources for this type of risk. A large emphasis was made that to teach this course, a student would have to train at an actual building and a building engineer would have to be secured to do a walk-through of the site. Ken Wagner stated for everyone to review the information provided and provide K. Conant with any feedback. The request is that this be placed for motion at the next STEAC meeting. Bret Davidson congratulated K. Conant on getting FIREScope and the cadre together.

3. Fire Service Labor/Management Relations Curriculum

**Presenter: Joe Bunn
(Attachment 6)**

Joe Bunn stated that approval is being requested for this curriculum. J. Bunn indicated that there has only been good feedback received. This is a Fire Service Training Education Program (FSTEP) class. A diverse group of management and labor experts participated in the research. This is the first class where there was no National Fire Protection Agency (NFPA) standard to use as a baseline. There was only one historical textbook document located that provided some information useful in establishing a baseline.

Bret Davidson asked how much influence we have over the NFPA, which sparked a spirited discussion. Participants discussed influence over the NFPA, and creative ways to obtain subsequent funding for representatives to participate on NFPA technical committees. Participants included Joe Bunn, B. Davidson, Tim Adams, John Binaski, David Barnett, K. Wagner, K. Conant and Chief Mathisen.

K. Wagner asked about adding these discussion points as an information and discussion item at the next Statewide Training and Education Advisory Committee (STEAC) meeting. B. Davidson will prepare a staff report. Chief Mathisen will invite NFPA to attend.

Motion: *Gaudenz Panholzer moved to accept the approval of the Fire Service Labor/Management Relations Curriculum.*

Robert Briare seconded the motion.

Action: *All members voted unanimously.*

4. 2017 Fire Investigator Standards & Curriculum

Presenter: Mark Romer

(Attachment 7)

Mark Romer stated that this is a course layout of three courses, along with post classes through National Wildfire Coordinating Group (NWCG), and co-requisite classes from the Certified Fire Investigator Training (CFI) trainer. This is a blend of different courses to create this curriculum. This curriculum used National Fire Protection Agency (NFPA) standards. The cadre consisted of a knowledgeable team including district attorneys. One of the stumbling blocks in the old plan for obtaining level II Investigator was in needing expert testimony signed off. There were many who could not obtain certification as they did not have the opportunity to complete the expert witness testimony requirement. Now there is the opportunity to have someone who cannot complete the expert witness testimony take one of three courses offered to obtain sign off on this requirement. M.Romer indicated this was the second reading and he did not receive any feedback as of late December regarding this.

Bret Davidson asked if there were taskbooks and whether there was a standard look for them. M.Romer said yes, there is a taskbook and all SFT taskbooks are standardized. M.Romer offered clarification for the taskbook, regarding rank and position definitions. The definition of rank is someone holding a level of rank or authority within that organization. The definition of position is someone who is appointed into that position or role.

The current curriculum timeline was provided and reviewed. M.Romer reminded everyone that the current Fire Investigator I and II curriculum and certifications will continue to be available through December 31, 2018. Candidates must choose to meet the existing certification requirements or the new 2017 requirements. A blend of the two will not be allowed.

K. Wagner said as a side note that the California Conference of Arson Investigators (CCAI) administers a certification system that parallels our system. Their main focus is for certification of private investigators. They have expressed interest to obtain accreditation from the National Board on Fire Service Professional Qualifications (PROBOARD) to issue Fire Investigator Certifications that have an international recognition, and that would require SFT approval since we have approval from PROBOARD as the accredited agency in California. Dialog is occurring with CCAI regarding this. They were pleased with the curriculum M. Romer has presented.

Motion: *Randy Collins moved to accept the 2017 Fire Investigator Standards & Curriculum.*
Gareth Harris seconded the motion.
Action: *All members voted unanimously.*

5. Wildland Fire Fighter II Curriculum

Presenter: Mark Romer
(Attachment 8)

Mark Romer stated that when completing the rewrite of the Fire Fighter I and Fire Fighter II curriculum, they also addressed the Wildland Fire Fighter level I and Wildland Fire Fighter level II curriculum but held it until there was a need to bring it forward. SFT was contacted by CALFIRE to bring this forward as part of their program. This curriculum aligns with the National Wildlife Coordinating Group (NWCG), California Incident Command Certification System (CICCS) type I Fire Fighter and National Fire Protection Agency (NFPA) standards. M. Romer indicated that in NFPA, the higher the number the higher the certification. In CICCS, the lower the number, the higher the certification level. Ken Wagner directed everyone to review this curriculum and get any questions back to M. Romer so we can put this up for a motion at the next STEAC meeting. John Binaski asked if there was a summative exam attached to the one class. M. Romer said yes and in the future, there will be a written and a skills test to achieve certification. J. Binaski asked what the requirement is for the task book section that indicates to insert experience. M. Romer said he will be working with CALFIRE on identifying this requirement.

6. Dispatcher Communications Training

Presenter: Tim Adams

Tim Adams said that a discussion came up with current legislation regarding funding of a 40-hour course. The communications section feels they are the only section under the California Fire Chiefs' Association (Cal Chiefs) that does not have representation at STEAC or any certification tracks. He stated that a formalized course will help them, due to the things they do for fire service professionals, such as 911 calls, as police and fire are dispatched and mandated differently. T. Adams

stated that in the Cal Chief's website, in the communications section, there is a 28-page dispatcher 1 course. The dispatchers group asked the Training Officers (T. O'S) for advice on how to submit a presentation to STEAC. Regarding funding, they are looking for a certification track and may be willing to start at a FSTEP level. T. Adams indicated that there is information on their website for review.

Ken Wagner stated this was on the agenda three years ago, on January 17, 2014. He reviewed the minutes, and stated this was an information only discussion item at that time. K. Wagner relayed that Chief Richwine had stated then that we created this model of which certification tracks we would pursue and those we would not. After that discussion, STEAC members were to set up a meeting with the dispatcher representatives. K. Wagner relayed that the meeting did not take place.

Chief Mathisen said SFT is experiencing some similarities with water rescue on funding. SFT does not have those projects programmed into our budget. There is merit in what they are looking at, however we need to first hear the presentation, then try to determine what initial work is needed to set it up and what national standards are proposed to link it to.

Bret Davidson said he was at that meeting and SFT was very overwhelmed at the time. He stated that most courses at that time had not been reviewed for many years. It was impossible at that time to revise more than five courses in a year. Even with changes made to the process since, funding will still be an issue. If we could work out the funding and SFT can process and charge for the certifications, that would create revenue stream for SFT. T. Adams, Cal Chiefs and the board would like to make this a priority to secure the future of fire service. The T.O.'s are willing to assist if funding is the issue preventing this from moving forward.

K. Wagner suggested we look at this as a reset, put this on the agenda for our next meeting and have them present their proposal as an informational item. We can then get consensus from our membership to move forward. B. Davidson asked if SFT can handle this. Because, if not, that would be the end of the discussion. A discussion ensued with B. Davidson, T. Adams, and K. Wagner.

A second option was raised to set up an initial meeting with the dispatcher's representatives, the T.O.'S and SFT prior to the next STEAC meeting. T. Adams discussed Kern County legalities and suggested that Brent Stangeland participate. B. Stangeland agreed and he indicated that this process should bolster the exam process in the future. Gaudenz Panholzer offered that this would assist with aligning with the National Fire Protection Agency (NFPA) and provide opportunities for the future. Chief Mathisen prompted the group to look at this as if we were working on an implementation plan. From a business management stand point this process will help to prepare for budgeting, and determine what kind of realistic implementation plan we can expect.

K. Wagner stated that the determination is to set up a meeting prior to the next STEAC meeting. Participants will include the T.O.'S, Mark Romer, Andrew Henning,

and B. Stangeland. The meeting will be set to discuss the curriculum development process.

VII. Announcements/Correspondence

A. Company Officer Rank Requirement for Certification

**Presenter: Chief Dennis Mathisen
(Attachment 9)**

1. Rank Requirement Discussion:

Chief Mathisen stated that a discussion took place at the SBFS regarding rank requirement for Company Officer certifications, but evolved into rank requirements for all certifications. Lou Paulson, a member of SBFS and representing California Professional Fire Fighters (CPF) asked that this be brought to the STEAC. A work group was formed in October 2016 to review the request. The work group participants were Mark Romer, Joe Bunn, Robert Briare, Taral Brideau, John Binaski and Kris Rose. The working group did an evaluation and Chief Mathisen prepared a staff report for review in support of the recommendation.

John Binaski said the working group looked at the National Board on Fire Service Professional Qualifications (PROBOARD) and some other states, and found that we are using the same terminology Mark Romer outlined previously, that the certification should be based on position. The determination was that this is a better indicator of whether someone is completing the requirement and completing the task book. J. Binaski indicated that they agreed on the use of task books, however, there are issues that we need to work on getting clarification on for the task book sign off. Some tasks require classroom training and others must be completed in incidents. To solve the issue, we need to know are they competent on the task and determine what must be job performance, and what could be achieved by another method.

K. Wagner stated that currently we have two separate issues being addressed. One is the recommendation to remove rank requirement from the certification tracks. The second item is the discussion points related to the task books. K. Wagner asked for input from those who were on the committee.

M. Romer offered a look at the historical background the working group reviewed. M. Romer indicated that while reviewing the task book process it became a two-prong process to mirror what was in the National Fire Protection Agency Association (NFPA) and to fix an issue that had been occurring. This issue is that seasonal Fire Fighters were getting Fire Officer Certifications, yet had never done

the work; they had only completed the classroom training. The working group had a lot of discussion around this. M. Romer stated that we said we would have the task books mirror NFPA standards, and then have people demonstrate their knowledge of these tasks, being that they must sit in this position so they have the actual experience. However, the resounding feedback was that when someone is going through a California Incident Command Certification System (CICCS) task book process, they are demonstrating they have the skills and knowledge to do the work. They have demonstrated they can do the job, and that is what the task book is for. M. Romer stated that completing the task book meets the NFPA standard. M. Romer said he was good with removing rank from this process.

K. Wagner asked for a vote on the motion to remove rank requirement for the positions of Company Officer, Chief Fire Officer, Executive Chief Fire Officer, Fire Inspector I and II, Plans Examiner and Fire Marshal and Fire Investigator I and II.

M. Romer stated that the Fire Investigator needs to be removed from this motion as it does not require rank. John Binaski said we need to replace rank with function of position, adding acting capacity to the details of this motion.

David Barnett stated he supports this motion however there is an unintended impact. If there is no certification language in the agencies Minimum Qualifications (MQ's), there is no impact, but if there is language in the MQ'S, (Fire Officer Certification or Equivalent for example) there is a concern if you don't have the opportunity to work out of class to complete a task.

A discussion took place regarding the MQ language, completing the task books and creating minimum impact on the Training Officer's to accomplish a sign off, and acting capacity terminology. Participants included: D. Barnett, Gaudenz Panholzer, Bret Davidson, Tim Adams, Robert Briare, Kris Rose, M. Romer, and K. Wagner.

G. Panholzer stated that the MQ language changes should be made to align with what is in place today, so this would not have an impact. B. Davidson offered the solution that their department made these modifications to their MQ'S, indicating that as an example, you can have the Fire Officer certification, and when it sunsets, it sunsets. Or you have the courses to complete the Company Officer, and then we figure in their probationary time where they must complete the task book requirements during that first year. This is how his department has adjusted their MQ'S, and this allows their agency to meet both languages.

Tim Adams stated that agencies that have acting programs with internal certification, this could be the mirror to use. By taking out rank and inserting

position this allows agencies who have promotional opportunities to make the determination whether to promote or deny a candidate.

D. Barnett asked how long they need to hold the “position” to fulfill the time. T. Adams said they must be moved into the position. You are either in the position or in an acting capacity. Being moved into the acting capacity, means they are fulfilling the work.

K. Wagner said removing the rank language, opens the door for a broad interpretation at the implementing department level at how the Fire Chief wants to implement this. There is nothing with this decision that would prohibit any Fire Chief to say they will not sign off until they feel the candidate is ready for promotion.

Taral Brideau asked for clarification that right now they cannot get the task book unless they have the rank. K. Wagner clarified that they must complete the course work and at least be in an acting capacity to get the task book. Kris Rose and M. Romer agreed and clarified that you need to be in an acting capacity or be in the rank (which would change to position) of what the Officer position is to receive the task book. Changing the rank to position will enable the Fire Chief to make the determination to sign off on the task book when they feel the candidate is ready for promotion.

K. Wagner addressed the working group and stated that the language must meet the intent of what you were looking for and what the motion called for. He asked for the language from the sub-committee (to be aligned) prior to the next SBFS meeting.

Motion: *Richard Rideout moved to accept the removal of the term rank for Officer Certifications, excluding Fire Investigator I and II.*
Robert Briare seconded the motion.
Action: *All members voted unanimously.*

2. Officer Certification Task Book Discussion.

Ken Wagner said there are some Job Performance Requirement’s (JPR’S) that are required by the National Fire Protection Agency (NFPA) for certain positions that may be challenging for some candidates to fulfill because they may not have the capability readily available to them in their organization.

M. Romer stated that they developed some language that says the evaluator can develop a scenario that supports that JPR and have that person go through and demonstrate their abilities in that subject. An example of this is a fireworks stand, where it is the month of August and therefore no fireworks stands are available to

use as simulation exercises. They cannot perform their abilities for a year until the fireworks stand is available again. There was language drawn up to cover this type of scenario and M. Romer will get this out to everyone for review before the next meeting.

K. Wagner suggested a motion be created today that STEAC is in concert with this approach and the sub-committee can review this language and ensure that it matches the need.

Taral Brideau asked if the Fire Fighter I task books can be issued when they are in their training program. K. Wagner confirmed yes. T. Brideau suggested that all task books be issued when the candidate is in their training program. She expanded on a scenario with completing a press release as part of their training. Could this be done in class rather than having the onus placed on the department. K. Wagner said T. Brideau is suggesting that all task books should be unrestricted. A discussion took place including M. Romer, K. Wagner, James Eastman, B. Davidson, Kevin Conant, Gaudenz Panholzer.

Action Item: K. Wagner said add an additional note on staff report that some tasks may be a challenge to complete during the task book period for some agencies. M. Romer has language to address this, and will forward to all members.

Motion: *John Binaski moved to allow task books for items that are not related to the agency that is signing the task book, to accomplish tasks done on a limited basis through simulation (language to be confirmed later)*
Bret Davidson seconded the motion.
Action: *All members voted unanimously.*

Further discussion ensued with Timothy Adams, John Binaski, Ken Wagner, and M. Romer. K. Conant offered the amendment suggestion that states if they pass a JPR completed in a simulation, an exception report is created. Further discussion took place regarding the Fire Chief or Authorized Signatory sign off that the task is unable to be completed in simulation. K. Wagner stated, as we move forward with the process of developing additional task books, those items that more mirror the California Incident Command Certification System (CICCS) role as they are, get incorporated.

M. Romer offered the definition of a Job Performance Requirement (JPR). A JPR has three parts: 1. The Task itself, 2. What is provided to them to do that task and 3. The Standard.

He further elaborated that if allowed to do this in a class setting, the Instructor must evaluate 35 students to determine if they accomplished this task. The burden would be put on the Instructors to evaluate each task for each student prior to signing off.

After further discussion, the Motion was amended.

Amended Motion: *John Binaski moved to add language to the task book to add simulation/exercise for these situations where the department cannot provide the JPR for a candidate. (staff will work on the language for the task books to reflect these changes) This will create an exception report. This will include future task books, whether it can be performed in a simulation environment, to mirror what can be set up in line with the CICC model.*
Bret Davidson seconded the motion.
Action: *All members voted unanimously.*

Kris Rose brought up a concern regarding the SFT staff perspective surrounding the exception report and where liability lies, whether with the Fire Chief, and the Agency who signed off on SFT. Participants included K. Wagner, Gareth Harris, Randy Collins, Gaudenz Panholzer, David Barnett, John Binaski and Kevin Conant. K. Conant suggested that it may not be necessary to change the process, but clarify it and add details as a preface to this that a signatory would understand. K. Wagner said SFT could come up with language for all the task books and then bring this language back to STEAC prior to going to State Board of Fire Service (SBFS). K. Wagner said there are too many sweeping changes, so we will not make any additional changes to the amended motion now. None of this goes to SBFS stated K. Wagner. We should make all the language changes and review prior to going to SBFS.

Chief Mathisen said that this is the time to re-evaluate the process since this only currently affects Company Officer task books issued. Kris Rose said If we are doing a sweeping change, this will affect all officer certifications. Currently we have Chief Officer task books that have already been sent out. K. Wagner we are proposing procedural changes not direct changes to the JPR'S.

T. Brideau asked the groups opinion on making the task books unrestricted and they go through and note items that could be done in training, as is done with Fire Fighter I and Fire Fighter II task books. K. Wagner stated that Fire Fighter I and II task books do not identify individual items whether they can be signed off in training or not. T. Brideau said there are some that state "on an incident" in a task book. M. Romer clarified that this language is word for word from the National Fire

Protection Agency (NFPA). K. Wagner stated this verbiage indicates this is not a decision of SFT.

Bret Davidson offered that a Fire Fighter I complete the tasks as they go through the academy. They cannot be evaluated at the end of the academy. You need to make sure the Fire Fighter is competent on all skills along the way. What we are doing with Company Officer, is they are already in the rank. Now we are issuing a task book to make sure they retain that education that they are getting in a six month or two- year period, validated by a 3rd party, which is their agency. This cannot be done during their educational process. B. Davidson could not support it at this point, not for officer certifications, ok with Fire Fighter I and Fire Fighter II. Gaudenz Panholzer stated that he cannot support it either. T. Brideau stated she will take this conversation back for further discussion.

John Binaksi stated he is not comfortable with signing off, not until they are in their career, and have experience. B. Davidson said therefore the task book must be requested from SFT as they are the gatekeeper that can do that. K. Wagner said per the California Incident Command Certification System(CICCS) students must take the primary class prior to requesting a task book.

Bradley Arganbright asked could Fire Fighter I and Fire Fighter II skills be done at the same time. M. Romer stated that education must be signed off. You cannot replicate this after the academy. He went on to say that they cannot complete all education on Fire Fighter I side. They can start doing the Fire Fighter II skills once they've completed the Fire Fighter I pre-requisite training. The academy scheduling must be Fire Fighter I skills, then Fire Fighter II skills. K. Wagner stated that the NFPA standards say the same thing, that a candidate must have completed pre-requisite training first. K. Wagner indicated the determination was to finish the course work, then apply for the task book, then request the certificate. If the standard changes and the task book must be updated because the standard changed, we will go back to them and say the task book you started is no longer valid. Here is an errata sheet informing them of the change. If this were an open task book, we could not keep track of these people.

To re-state: The General motion is to remove the rank term from certification task book, and to add language to the task-book to add simulation/exercise for these situations where a department cannot provide the JPR for a candidate. Staff will work on the language for the task books to reflect these changes. This will be addressed at the next STEAC meeting.

B. 2017 Meeting Dates

April 14, 2017, July 14, 2017, and October 13, 2017.

D. Mathisen reviewed dates of the following STEAC meetings. There had been some concerns with meeting dates previously. John Binaski stated for the April 14, 2017 meeting, he believes he will not be here due to Spring Break. Discussion pursued as to whether the April 2017 meeting should be moved due to Spring Break. K. Rose will follow up with STEAC members and determine if a change of date is needed.

VIII. Roundtable

K. Wagner offered that at the last STEAC meeting he discussed upgrade and reciprocity programs for FFI, out of state or for an existing California Fire Fighter that wants to upgrade. This information is now on the website at Osfm.fire.ca.gov/training/training/reciprocity.

Bret Davidson mentioned to Dennis Mathisen and Kris Rose that Training Officers are aware of the SFT back log regarding certifications and they have offered their appreciation of the SFT staff and have offered their assistance if needed. K. Rose indicated that the retiring Fire Officer Certification should have been the only applications coming into SFT in multitudes. However, some erroneous information occurred where people thought FFI and FFII were also retiring, so we have a back log there as well. Some also thought Registered Instructor applications were required to be in by end of 2016, due to certified instructor courses retiring. All of these applications increased due to people misunderstanding about Training Instructor Certification versus Registered Instructor applications. If anyone is getting any calls regarding any of these certifications, we are working diligently to get these done. All SFT desks have been affected.

Richard Rideout brought up the Aircraft Rescue Fire Fighter component and the Driver Operator component and some concerns regarding the various operations at different airports on and off the tarmac and agencies and standardization. Mark Romer addressed the Airport Rescue Fire Fighting (ARFF) status. He indicated this was a concern for drivers of ARFF vehicles because several incidents of driver apparatus elements were left out of the original driver operator program. Subsequently there is a cadre recently formed, that will be addressing these concerns. The cadre will start developing the driver operator part of the ARFF situation. We do still have on the books, the Fire Control 5 course. Les Olmans wrote the class back in the 80's and the curriculum has not been updated since. The National Fire Protection Agency (NFPA) does have a professional standard for ARFF and if this is a need, that will be brought up for discussion with Chief Mathisen for the certification track to develop or possibly take Fire Control 5 and move it over to the professional qualification certification side.

Chief Mathisen stated that we have completed a lot of work on changes these last two years. We are now going through an evaluation process and he appreciates all the extra work everyone is doing.

David Barnett offered an update on FIREScope. He stated that the Fall manual should be published soon. Following this will be several position description updates, including high rise rapid decent teams. He stated they are also working on curriculum for the all hazard strike team leader and Fire Line Medics. Jim Eastman asked if there was an electronic version of this. D. Barnett indicated that there is as a part of OES. Lorenzo Gigliotti offered that he just authorized the expense for this recently.

A question was asked regarding open water rescue. Chief Mathisen said that he is trying to connect with Larry Collins internally to discuss the status and funding. His plan was to get back with Dave Whittaker and set a meeting for the entire group to strategize. He indicated that we cannot move forward until an implementation plan and funding has been determined.

Kris Rose said she did not get any concerns about people not being able to locate Fire Officer classes. She expressed her appreciation to everyone who continued to offer these as that reduced calls to SFT.

Andrew Henning introduced Dawn Robinson as the new Deputy State Fire Marshal III, as the Southern California region coordinator.

IX. Adjournment

Meeting was adjourned at 12:10 p.m.